

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, April 26, 2023, Truckee Tahoe Airport District Community Room A & B,
3 located at the Truckee Airport, 10356 Truckee Airport Road, Truckee, California as well as live stream.

4 **CALL MEETING TO ORDER: 3:00 PM (Hybrid Meeting Format)**

5 **PLEDGE OF ALLEGIANCE**

6 **DIRECTORS PRESENT:** President Kathryn Rohlf
7 Vice President Teresa O’Dette
8 Director Rick Stephens
9 Director Mary Hetherington
10 Director David Diamond

11 **STAFF PRESENT:** Mr. Robb Etnyre, General Manager
12 Mr. Jeff Menasco, Director of Aviation
13 Ms. Kelly Woo, Director of Finance & Administration
14 Mr. Josh Nelson, District Legal Counsel
15 Ms. Lauren Tapia, HR Manager/District Clerk

16 **VISITORS PRESENT: 0**

17 **PUBLIC COMMENT:**

18 **CLOSED SESSION**

- 19 • GENERAL MANAGER PERFORMANCE REVIEW
 - 20 ○ Government Code 54957
 - 21 ○ Annual Performance Review
- 22 • CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 - 23 ○ Property: 10356 Truckee Airport Road, Truckee, CA 96161
 - 24 ○ Agency Negotiator: Robb Etnyre
 - 25 ○ Negotiating Parties:
 - 26 ■ Truckee Tahoe Soaring Association
 - 27 ■ Skydive Lake Tahoe
 - 28 ○ Under Negotiation: Rent and Terms of Rent
- 29 • CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - 30 ○ (Paragraph (1) of subdivision (d) of Section 54956.9)
 - 31 ○ Name of case: Skydive Truckee Tahoe, Inc., FAA Part 13 Complaint

32 **ADJOURN OUT OF CLOSED SESSION: 4:25 PM**

33 President Rohlf reported that Mr. Robb Etnyre, General Manager, received a more-than-satisfactory
34 performance review. The Board of Directors approved a full salary increase, per the employment
35 contract, to \$240,000/year.

36 **OPEN SESSION CALL TO ORDER: 4:34 pm**

37 **VISITORS PRESENT: 24**

38 **SPECIAL ORDERS OF BUSINESS:**

39 Mr. Rick Stephens wished Ms. Tapia a Happy Birthday, and congratulated Ms. Woo on her completion of
40 the Boston Marathon.

41 **MODIFICATION OF AGENDA:** None.

42 **PUBLIC COMMENT:**

43 Mr. Sven Leff, General Manager of the Truckee Donner Recreation & Park District, made a public comment
44 thanking the Airport District for their partnerships on several projects over the years.

45 Mr. Tom Springet made a public comment on operational flight training noise.

46 Mr. Tal Fletcher made a public comment in response to Mr. Tom Springet’s public comment.

47 Mr. Richard Pearl made a public comment regarding TTSA’s Part 13 complaint.

48 Mr. Larry Stutter made a public comment regarding TTSA’s Part 13 complaint.

49 Ms. Karol Hines made a public comment regarding TTSA’s Part 13 complaint.

50 **SPEAK YOUR PEACE (TAB 01)**

51 President Rohlf reviewed the “Speak Your Peace” norms for the Board of Directors and general public.

52 **PUBLIC COMMENT:** None.

53 **CONSENT ITEMS**

- 54 • Minutes: March 23, 2023, Special Meeting ----- TAB 02
- 55 • Minutes: March 23, 2023, Regular Meeting ----- TAB 03
- 56 • Monthly Service Bills and Fees – March 2023 ----- TAB 04
- 57 • Monthly TTAD Community Sponsorships Request ----- TAB 05
- 58 • TTAD Reconstruction of Runway 02/20 Cost Proposal ----- TAB 06
- 59 • Q1 Internal Audit Report – Director Stephens ----- TAB 07

60 **PUBLIC COMMENT:** None

61 **MOTION #1 APRIL 26, 2023:** Vice President O’Dette motioned to approve the Consent Items: Tab Items
62 02-07. Director Stephens seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director
63 Stephens, yes. Director Hetherington, yes. Director Diamond, noted that he recuses himself from voting
64 on Line 17 within Tab Item 05 due to a conflict of interest with the Truckee Donner Recreation and Park
65 District, though he votes Yes on all other consent items. The motion passed via roll call vote.

66 **ANNUAL AUDIT REPORT FY 2022 (TAB 08)**

67 Ms. Woo introduced the agenda item and Mr. James Marta, of James Marta & Company, to the Board of
68 Directors. Mr. Marta presented the FY 2022 Financial Statements and Independent Auditors Report for
69 the Board of Directors. No questions were asked by the Board of Directors. The Board thanked Mr. Marta
70 for his presentation.

71 **PUBLIC COMMENT:** None.

72 **MOTION #2 APRIL 26, 2023:** Director Stephens motioned to accept the Audit and Draft Financial
73 Statements for the calendar year ended December 31, 2022, as prepared and presented by James Marta
74 & Company and recommended issuance of the final report. Director Diamond seconded the motion.
75 President Rohlf, yes. President O’Dette, yes. Director Stephens, yes. Director Hetherington, yes. Director
76 Diamond, yes. Vice The motion passed via roll call vote.

77 **ANNUAL APPROPRIATIONS LIMIT – RESOLUTION 2023-03 (TAB 09)**

78 **PUBLIC COMMENT:** None.

79 **MOTION #3 APRIL 26, 2023:** Director Stephens motioned to approve Resolution 2023-03 – To establish
80 appropriations limit for calendar year 2023, and to waive the reading. Director Hetherington seconded

81 the motion. President Rohlf, yes. Vice President O’Dette, yes. Director Stephens, yes. Director
82 Hetherington, yes. Director Diamond, yes. The motion passed via roll call vote.

83 **CLIMATE TRANSFORMATION ALLIANCE (CTA) PHASE II MOU/SOW (TAB 10)**

84 Mr. Etnyre noted that the purpose of this MOU is to establish the terms and conditions under which the
85 Governing Partners will continue their formal commitment to the “Climate Transformation Alliance,” a
86 collaborative of public and private organizations that research and deploy projects, programs, and policies
87 intended to reduce greenhouse gas (GHG) emissions and better prepare the region for climate impacts,
88 and the terms and conditions under which the Project Administrator will continue implementation and
89 facilitation of Phase II. There were no questions or comments by the Board of Directors.

90 **PUBLIC COMMENT:** None.

91 **MOTION #4 APRIL 26, 2023:** Director Diamond motioned to approve the MOU for the Climate
92 Transformation Alliance partnership with the Sierra Business Council from July 2022 to December 31,
93 2023. Vice President O’Dette seconded the motion. President Rohlf, yes. Vice President O’Dette, yes.
94 Director Stephens, yes. Director Hetherington, yes. Director Diamond, yes. The motion passed via roll call
95 vote.

96 **CLIMATE TRANSFORMATION ALLIANCE (CTA) ACCELERATOR PROJECT – SEED FUNDING (TAB 11)**

97 Mr. Etnyre noted that staff is requesting Truckee Tahoe Airport District (TTAD) Board approval seed
98 funding for the Climate Transformation Alliance Accelerator Project(s) as part of the Truckee Tahoe
99 Airport District Community Sponsorship (Policy Instruction 311) program and commitment to greenhouse
100 gas emission reductions for our community. There were no questions or comments by the Board of
101 Directors.

102 **PUBLIC COMMENT:** None.

103 **MOTION #5 APRIL 26, 2023:** Director Diamond motioned to approve the funding of \$30,000 in seed CTA
104 accelerator project funding, following the guidelines of Policy Instruction 311. Vice President O’Dette
105 seconded the motion. President Rohlf, yes. Vice President O’Dette, yes. Director Stephens, yes. Director
106 Hetherington, yes. Director Diamond, yes. The motion passed via roll call vote.

107 **TTAD/T-TSA LAND EXCHANGE – FAA DETERMINATION (TAB 12)**

108 Mr. Etnyre reviewed previous Board Direction and the 2019 agreement of the real property exchange
109 between Truckee Tahoe Sanitation Agency and the Airport District. Mr. Etnyre reviewed the parcel map
110 of the real property exchange and the pros and cons of the original discussion. Mr. Etnyre reviewed the
111 FAA’s Section 163 determination letter which noted the FAA’s lack of authority to regulate the use of land
112 associated with this potential land exchange. The Board of Directors reviewed their questions and
113 comments on the agenda item. Discussion ensued regarding the Town of Truckee’s discussion to move
114 light industrial (on West River) to alternative location which could open up parcels for workforce housing,
115 T-TSA’s review of surplus land, Parcel B’s (Airport District owned) potential of being a receiver site for the
116 Town’s light industrial properties, the desire to inform a District decision with updated information on
117 the Town’s General Plan update, a counter opinion that the Airport District’s mission is to run an airport
118 not to “solve” the Town’s light industrial issues on West River Street, the land swap benefits the Airport
119 District more than it doesn’t, and that Parcel B was purchased with public revenue and is not considered
120 aeronautical, and would likely remain in that status. Further discussion ensued related to transferring a
121 landslide property to airside property could mean any revenue that could be generated on the landside is
122 forever transferred to the airside and not available for landslide improvements or community use.

123 **PUBLIC COMMENT:**

124 Mr. Dan Wilkins, Board President of T-TSA, made a public comment on the TTAD/T-TSA Land Exchange
125 agenda item.

126 Mr. Tal Fletcher inquired the definition of a “Receiver Site”.

127 There was consensus from the Board of Directors to have this agenda item be brought back to the Board
128 at either the Regular June 28, 2023, or July 26, 2023, Board meeting.

129 **BOARD COMMITTEE ASSIGNMENTS AND AD HOC COMMITTEE REPORTS (TAB 13)**

- 130
 - Truckee Tahoe Workforce Housing Joint Powers Authority

131 Ms. Lauren Tapia gave a monthly update on the Truckee Tahoe Workforce Housing JPA.

- 132
 - ACT Board of Directors Attendance

133 Mr. Etnyre noted that the May’s ACT Meeting’s topic will be on the 2023 Airshow and Family Festival. The
134 following Board of Directors will be in attendance: Director Diamond and President Rohlf.

135 **PUBLIC COMMENT:** None.

136 **GENERAL MANAGERS REPORT (TAB 14)**

137 Mr. Etnyre thanked the Finance Department for a clean Audit. Mr. Etnyre noted that the District used
138 1,975 gallons of diesel in the first quarter of 2022. The first quarter of 2023, the District used 10,350
139 gallons of diesel! The O&M Department had a very Busy winter moving an incredible amount of snow.
140 Mr. Etnyre thanked the O&M team for the considerable amount work that was completed in a safe matter
141 this winter and spring. SB 720 is moving through the California Legislature which could potentially impact
142 the Airport District. SB 720 will require all General Aviation Airports in California to report their
143 Greenhouse Gas Emissions to the State of California. More information to come should SB 720 be
144 successfully signed by the Governor.

145 Mr. Jeff Menasco reviewed the monthly Aviation and Community Services Report. Mr. Menasco
146 previewed the District’s new microsite which addresses aviation services and will serve as an airport guide
147 for transient pilots. The District will be utilizing a new application product, Bandwango, to help make the
148 2023 Airshow and Family Festival a more interactive experience. Bandwango will also help capture
149 valuable demographics the District has never been able to obtain previously. Discussion ensued regarding
150 the Operations and Comment Report.

151 The Board reviewed their questions and comments on the Monthly Financial Report.

152 **PUBLIC COMMENT:** None.

153 **FUTURE AGENDA PRIORITIES AND MEETING MANAGEMENT (TAB 15)**

154 The Rolling Agenda was reviewed with the Board of Directors. Adjustments were made by staff at the
155 Direction of the Board of Directors.

156 **STAFF AND BOARD MEMBER CONFERENCE ATTENDANCE REPORTS**

157 Director Hetherington and Mr. Menasco will be attending the UC Davis Noise Symposium May 1 – 3, 2023.
158 Ms. Tapia noted that she will be attending the SHRM Annual Conference as well as the General Manger
159 Leadership Conference in the month of June 2023.

160 **PUBLIC COMMENT:** None.

161 **MEETING REVIEW AND DIRECTION TO STAFF**

162 Mr. Etnyre noted staff received direction of several action items that were schedule for the month of May
163 have now been transitioned to the month of June to allow for further information gathering, conversation
164 and community outreach.

165 **BOARD ANNOUNCEMENTS:** None.

166 **ADJOURN**

167 **PUBLIC COMMENT:** None

168 **MOTION #6 APRIL 23, 2023:** Director O’Dette motioned to adjourn the April 26, 2023, Regular meeting.
169 Director Stephens seconded the motion Director Hetherington seconded the motion. President Rohlf, yes.
170 Vice President O’Dette, yes. Director Hetherington, yes. Director Diamond, yes. Director Stephens, Yes.
171 The motion passed via roll call vote.

172 At 6:19 PM the April 26, 2023, regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

173 **THIS SET OF MINUTES IS A CONDENSED VERSION OF APRIL 26, 2023, REGULAR BOARD MEETING. TO**
174 **WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/267703/truckee-tahoe-airport-](https://ttm.open.media/sessions/267703/truckee-tahoe-airport-district-board-april-26-2023?category=458)
175 [district-board-april-26-2023?category=458](https://ttm.open.media/sessions/267703/truckee-tahoe-airport-district-board-april-26-2023?category=458)